

Minutes of the Regular Board Meeting of Creston Valley Public Library

Date: January 30, 2018

Present: Joan Hedstrom, (chair), Justin Vance, Philip Curran, Kim Garety, Laurie Riehl, Karen Unruh.

Regrets:, Annette Smithson, Denne Ahlefeld, Jen Comer.

Secretary: Aaron Francis

Call to order: 7:00pm

Agenda

Motion to adopt agenda. M/S Justin/Philip. Carried.

Approval of Minutes of November 28, 2017 meeting.

Motion to approve minutes. M/S Laurie/Kim. Carried.

Business Arising from Minutes

- Rose Forslund (Bookkeeper) was informed of the increase in service rate and expressed her appreciation to the board.

Correspondence

- none

Librarian's Report

- A detailed librarian and statistics report is sent by email to the board and other interested parties prior to each board meeting.
- The board complimented Aaron and staff on the 2017 accomplishments detailed in the year-end Strategic Plan Summary that was distributed by email in January.

Committee Reports

Finance

- Aaron presented a December Finance Report. Additional costs due to snow removal were highlighted.

Labour Management

- Aaron and Justin attended a Labour Management Committee meeting on January 16. Justin reported that the meeting was very cordial and that there was a general consensus to leave collective bargaining issues to the bargaining process.

Policy

- The Policy Committee has reviewed the policies contained in the Constitution, Public Policies, and Board Policy Manual, and recommends the following amendments:

Public policies

- Add following to 4.5 Donations of Books and Other Materials: “A tax receipt will be provided upon request for monetary donations of \$10 or more”.

Board Policy Manual

- P. 9 #5. Remove "committee reports" from list.
- P. 10 #5. Remove first bullet point “Post meeting assessments to follow each Board meeting”.
- p19. #6. We do not have policies for the following areas: technology use, social media, use of organization property. Recommend tasking Aaron to develop policies over the coming year with input from staff. (Note: Aaron presented draft policies for these areas. Board recommended that revised drafts be brought to a subsequent meeting.)

First reading. Motion to amend policy as indicated above. M/S Justin, Philip.

Second reading. Motion to approve policy as indicated above. M/S Karen/Laurie.

Kootenay Library Federation

- Laurie reported the consultant hired to review the KLF’s governance structure presented a report containing recommendations. Aaron and Laurie have reviewed the report and support the recommendations. Laurie provided a summary of the recommendations for comment.

Human Resources Committee

- In camera.

Strategic Planning Committee

- Aaron will work with staff to develop actions for 2018-2019 in support of the 2016-2020 Strategic Plan.

Negotiations Committee

- Bargaining is scheduled to begin in late February.

Volunteer and Staff Appreciation Committee

- A Volunteer Appreciation Event was held at the library on January 14. The event included tea and various snacks, and an informal mingling activity to encourage attendees to get to know each other. Aaron reported that the event was well-attended and that he had received a lot of positive feedback from volunteers.

Friends of the Library Committee

- No meetings were held.

Motion to accept reports. M/S Kim/Karen. Carried.

Old Business

- Update on sign
No update. Aaron and Justin plan to meet to discuss options.
- Budget 2018
A preliminary 2018 Budget was approved unofficially by email in advance of the December Creston Valley Services Committee meeting. Aaron presented a revised 2018 Budget with some changes to staffing and books costs and several minor adjustments. The budget also includes the requested increase in CVSC funding in support of expanded hours and programming.

Motion to approve revised 2018 Budget as presented. M/S Laurie/Justin. Carried.

New Business

- Google calendar established for board
Joan and Aaron will meet to populate the calendar. Calendar has been shared with board members. Board members who cannot access it can ask Joan.
- Chief Librarian Job Description
Aaron presented a draft job description for the board to review. The description will be added to the board files and reviewed as part of the annual performance evaluation.
- Board recruitment
Laurie has agreed to stand for another term. 2 positions are vacant due to Eileen and Cherine stepping down. No other terms expire in 2018. Board priorities and needs were discussed. Board members were appointed to approach individuals who met the desired requirements. Aaron will assist in coordinating the process.
- Advocacy/100 year anniversary celebration
Postponed to next meeting due to time considerations.
- AGM – when/what?
The AGM will be held on April 10 at 8pm. The March Board Meeting will be moved to April 10 at 7pm. Aaron will post notice and arrange logistics.
- Committee composition/review
Several committees need new members, but it was agreed that this can wait until after the AGM. Committee roles are usually assigned at the May meeting.

Move to in camera – 8:54pm

Return from in camera – 9:04pm

Motion to adjourn – Kim/Justin

Meeting adjourned at 9:04pm.

Next meeting: April 10, 7:00pm at the library.

Minutes recorded by Aaron Francis